



COMDTNOTE 12510  
**02 NOV 1993**

COMMANDANT NOTICE 12510

CANCELED: NOV 1 1994

Subj: CH-7 TO POSITION CLASSIFICATION MANUAL, COMDTINST  
M12510.6B

1. PURPOSE. This Notice provides changes to COMDTINST M12510.6B, Position Classification Manual, which establishes the procedures, practices, and need criteria for job sharing program actions.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units and Commander, Coast Guard Activities Europe shall ensure compliance with the provisions of this instruction.
3. BACKGROUND. As management increasingly participates in the administration of the classification program and as classification program actions seek to focus on management program support, a variety of decision making tools are being used. These include such decision making processes as advisory boards, subject matter panels, single position, and groups of similar position reviews. In addition, as the workforce composition changes, classification policies should change to reflect initiatives such as job sharing.
4. SUMMARY OF CHANGES. This change introduces as part of the classification program the use of advisory boards, subject matter panels, and related instruments in the allocation of a position or group of similar positions. These practices are being used in the field and should be reflected in program policy. This notice also deletes the requirement to

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identify merit pay positions on the position description and evaluation statement. This change reflects the expiration of the law which established the Performance Management and Recognition System. Significant changes are marked by a vertical line in the outer margin. Editorial changes are not marked.

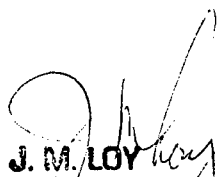
5. PROCEDURES. Remove and insert the following pages:

Remove

Pages i through iv  
Pages 1-3 through 1-7  
Pages 2-5 through 2-16

Insert

Pages i through iv  
Pages 1-3 through 1-7  
Pages 2-5 through 2-17

  
J. M. LOY  
Chief, Office of Personnel  
and Training

Encl: (1) CH-7 to COMDTINST M12510.6B

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#### 1.D.Authorities.

1. Office of Personnel Management. The Office of Personnel Management (OPM) has final authority over determinations of position coverage or exclusion under the systems, position classification standards, and administering the system. Authority to administer the system includes the initial classification of positions coming into the system; investigation and revision of any agency classification decision; determining the effectiveness of the agencies' administration of the system; classification of administrative law judge; Senior Executive Service; and the revocation and restoration, in whole or in part, of the general classification authority of an agency or department.
2. Coast Guard. Authority to administer the Coast Guard classification program has been delegated to the Commandant (G-C) and redelegated through Commandant (G-P) and (G-PC) as outlined in COMDTINST 12550.1 (series), Delegation of Civilian Personnel Authorities. Each organizational entity to whom authority has been delegated, either in whole, or in part, has a responsibility for administering its part of the total Coast Guard classification program in the most effective and efficient manner in compliance with applicable laws, regulations, and published standards. Commandant (G-PCV) is responsible for the Coast Guard-wide administration of the Federal Wage System program. This includes:
  - a. Participating in the development of Department of Transportation-wide policies and procedures through joint meetings or input to proposals for new features or changes in the system;
  - b. Reviewing Office of Personnel Management proposals to assist in developing positions or replies;
  - c. Implementing wage schedules received from the Department of Defense and the Office of Personnel Management; and
  - d. Conducting or participating in the conduct of wage surveys.

1.D.3. Prevailing Rate Advisory Committee. The function of this committee is to consider new or revised basic policies and procedures of the Federal Wage System and to make its recommendations to the Office of Personnel Management (OPM). This committee is established by OPM and consists of 11 members. Five members are designated from departments and agencies employing wage grade employees. Four members are designated by the President from AFL-CIO. One member is designated by the head of an independent labor organization selected on a rotating basis. The last member is the Chairman designated by OPM. The salaries of the committee members are paid by their respective employers.

E. Responsibilities. Commandant Instruction 12250.1 (series), Delegation of Civilian Personnel Authorities, delegates authority for personnel management with the intent that the authorities be exercised only with the advice of qualified civilian personnel specialists. Classification of positions, therefore, will be performed by members of the servicing civilian personnel offices who are delegated this specific function for the organizations which they serve.

1. Personnel offices and personnel specialists to whom classification authority has been delegated are responsible for:

- a. Evaluating positions and wage jobs in terms of the proper application of standards and placing an authorized title, series, and grade of all positions within the coverage of this manual;
- b. Providing advice to supervisors in the development of position and job descriptions and assisting where necessary. (An increasingly important area of involvement is during the development of position descriptions for the Most Efficient Organization (MEO) during A-76 activities.);
- c. Explaining the interpretation of position classification and job grading standards and criteria in the classification process as requested by employees or supervisors;
- d. Assisting managers in the classification determinations they make as part of advisory boards, subject matter panels, or delegated classification authorities;
- e. Specifying the format to be used in writing position and job descriptions;



- 1.E.1. f. Conducting reviews with supervisors to ensure current and accurate positions descriptions and classifications;
- g. Advising managers and supervisors on position management concepts such as exercising grade control, restructuring of jobs, and maximum use of skills; and
- h. Paying and administering authorized wage rates for wage grade employees.

2. Supervisors are responsible for:

- a. Developing organizations, planning and assigning work to individual positions within personnel and funding limitations;
- b. Approving position descriptions and certifying their accuracy;
- c. Reviewing official position descriptions with employees on an ongoing basis to assess their accuracy and currentness;
- d. Assuring that new position descriptions are submitted in a timely fashion whenever functions or assignments change;
- e. Assuring that employees fully understand the duties, responsibilities, and other factors in the description of their jobs;
- f. Ensuring the proper determination of position sensitivity of all positions established under their jurisdiction. The designation process involves four steps and is documented on DOT Form 1630.2; and
- g. Participating in and exercising classification authority as part of an advisory board, subject matter panel, or delegated classification authority.

3. Employees are responsible for:

- a. Ensuring they understand the intent and content of their assigned duties and responsibilities; and
- b. Participating in a periodic review with the supervisor to verify the accuracy of the position description.

1.F. Office of Management and Budget Circular A-76 Organizational Studies. Under the provisions of Circular A-76 and as directed by the Commandant (G-CPP) organizations review specific functions to determine the most economical structure for their performance by the Coast Guard. Identified as the Most Efficient Organization (MEO), these organizational proposals are then compared to private contractor proposals to determine whether the function will be performed by the Coast Guard or contracted out. The commanding officer of the unit under A-76 review shall contact the servicing civilian personnel office at the beginning of the development of the Management Study (MEO documentation) to ensure that this office provides the following minimum information:

1. Classification Impact. This includes a determination of the pay plan, title, series and grade of all positions in the MEO as well as the support structure proposed in the event the function is contracted out.
2. Compensation. This includes identification of the proper hourly rates, per annum salaries, premium pay, and allowances and differentials to be received by affected positions.
3. Position Management. As required by regulation and individual Position Classification Standards, a determination must be provided as to any position management problems or issues requiring further analysis.
4. Organizational Analysis. Additional information may be provided regarding treatment in other similar organizations, potential conflict with other organizational missions, and related analyses.

G. Changes to Most Efficient Organizations (MEO's). If a cost comparison results in the decision to accomplish a particular function with Government employees, the MEO on which the comparison is based will be implemented. The individual position descriptions within the MEO will be established to adequately accomplish the function and will generally be obligated to remain unchanged for a period of five years. As a result, any proposed changes to MEO position descriptions that could affect the integrity of the initial cost comparison will require Commandant (G-CCS) approval. A change by management to the positions in an MEO must be provided through the servicing civilian personnel office to Commandant (G-CCS) for review and approval.

1.H. Management and Classification Meetings. The classification staff at each Civilian Personnel Office should regularly meet with the managers whose organizations they serve, regardless of whether there are any specific personnel actions from those organizations pending. These meetings may take the form of staff conferences, field visits, formal or informal briefings, or ad hoc work force sessions. The intent of the meetings should be to:

1. Understand management mission requirements, the factors currently facing them, the difficulties expected, and the role organizational structures and position classification may play in addressing these factors;
2. Communicate classification and compensation program initiatives, brief management on statutory, regulatory and policy changes, and discuss classification functions which may be of assistance to management in meeting mission requirements; and
3. Establish a basis for evaluation of the work force impact of new classification procedures, new classification standards, and changing regulatory requirements so that two program requirements are addressed:
  - a. Coast Guard requirements and interests are represented in the development of Departmental and Office of Personnel Management policies and standards, and
  - b. Coast Guard management and civilian personnel plan for and deal with any expected impact.

I. Management Involvement in Classification Program Planning. Classification program managers are encouraged to plan their classification actions with affected managers for the year in advance. To the extent that program actions such as issuance of new classification standards, reorganization actions, and occupational reviews are known, this will permit:

1. Proactive classification program planning integrated with management planning;
2. Advanced travel scheduling for maximum effectiveness of travel;
3. Early discussion with program resource managers regarding expected changes; and
4. Systematic identification of work force funding issues.

1.J. Management Participation in Classification Determinations.

Recognizing the importance of management participation in the classification determinations which affect their work force and the intrinsic knowledge managers bring to an understanding of the functions to be allocated, classification programs should seek to involve managers in determining classification actions and their implementation. This may be done by having classification actions signed by:

1. Advisory boards or managers and classification specialists;
2. Subject matter review panels; and
3. Advisory determinations by the classification specialist to assist management in making classification determinations.

- 2.C.9. Federal Wage System (FWS). Descriptions for positions in the trades and crafts occupations must contain, in addition to the characteristics stated in 2.C. above, the physical requirements and any unusual working environment conditions.
10. Fair Labor Standards Act Designation. FPM Letter 551-18, dated July 1, 1982, sets forth instructions on the application of the Fair Labor Standards Act (FLSA) to Federal employees. The responsibility rests with the Servicing Personnel Office to determine whether a position is categorized as exempt or nonexempt. The determination shall be identified on the OF-8.
11. Competitive Level Code Designation. The Servicing Personnel Office shall establish competitive level codes for all positions which are in the same grade or occupational level, and which are sufficiently alike in qualification requirements, duties, responsibilities, pay schedule, and working conditions. This will be done so that an organization may readily reassign the incumbent of any one position to any of the other positions without changing the terms of his/her appointment or unduly interrupt the work program. Competitive level codes should be identified on the OF-8.
12. Supervisory Level Code Designation. A supervisory level code determination will be made on all positions. Designations are identified on the OF-8 and should be consistent with the duties and responsibilities of the position.
13. Position Sensitivity Designation. Supervisors and managers are required to determine the position's sensitivity. The Servicing Personnel Office must ensure that a position sensitivity level code is identified on the OF-8 for each classified position. Specific questions regarding position sensitivity determinations should be referred to the Security Branch, Office of Law Enforcement and Defense Operations, at Coast Guard Headquarters.
14. Designation on the Position Description of Coverage for Drug Testing. A coverage determination will be made on all positions for the drug testing program. The remarks section of the OF-8 must be annotated with one of the following comments: (1) Category I position under drug testing procedures; or (2)

2.C.14 (cont'd) Category II position under drug testing procedures. To assure consistency of determinations, classification specialists making a category identification on the OF-8 is advised of the following:

- a. Inclusion or exclusion of positions from either Category I or Category II must receive Commandant (G-PCV) concurrence. In requesting this concurrence, drug testing program officials must provide a justification statement clearly describing why the job is safety/security critical and specifying the adverse consequences that would occur if an incumbent were to use illegal drugs.
- b. All coverage designations are recorded in the Civilian Personnel Management and Information System (CIVPMIS) from which testing determinations are made. Therefore, it is critical that any OF-8 designation correlate with the CIVPMIS record.

15. Job Sharing. This provides guidelines for the classification of positions involved in job sharing.

- a. General Criteria. The decision on whether job sharers should be jointly responsible for the entire position or only for separate functions depends on the job and the abilities of the job sharing team. To determine the arrangement for a particular job, the supervisor (with assistance from the personnel office, if needed) should examine the position description and decide which tasks will be shared, i.e., handled by whichever team member is on duty, and which will be assigned to a specific individual, based on skills and experience. For example, one sharer could have the lead on a particular project, caseload, or function with the other serving as backup. In some cases, tasks will be divided between the sharers, but overall responsibility for the position will be shared.
- b. Position Operation. How the position operates in terms of products, contacts, and deadlines will also influence the decision on how the duties and responsibilities will be shared and how the hours will be split.

- 2.C.16 c. Range of Operation. At one end of the spectrum is a clean division of duties between two people who have little or no interaction with each other. At the other end, two people are jointly responsible for each and every responsibility and function. Most job sharing arrangements will probably fall somewhere in between with the job sharers individually responsible for certain aspects of the job and jointly responsible for others.
- d. Work Scheduling. Specific work schedules depend on the nature of the job and needs of the office and the job sharing team. Almost any reasonable arrangement is possible if it meets the needs of the supervisor and the job sharers. Scheduling should take advantage of the fact two people rather than one are filling the job; these possibilities include overlapping time, split shifts, or working in different locations at the same time. Work schedules for job sharers can be from 16 to 32 hours per week and can be varied in the same way as other part-time employees. The amount of scheduled overlap time depends on the needs of the particular position. Often positions where significant "debriefing" is necessary are those where an exchange of views and a fresh view in midstream contribute to a better work product.
- e. Position Evaluation and Relationship to Performance Standards. When two job sharers at the same grade level are jointly responsible for all the duties and responsibilities of the full-time position, there is no need to restructure the position. Each team member should have a copy of the original position description to which a statement has been attached to show that the incumbent is a job sharer jointly responsible for carrying out all the duties and responsibilities of the position. When the job sharers will be individually responsible only for portions of the job, or when the job sharers are at different grade levels, separate position descriptions are required to reflect the actual duties and responsibilities of each employee. Each job sharer must have a position description that accurately reflects his or her duties and responsibilities.

- 2.C.16 e. (cont'd) Each member of a job sharing team must have his or her own performance standards. These will be identical if the job sharers are jointly responsible for the entire position. Each job sharer must be evaluated separately although the evaluation will often be based on work to which both have contributed. To make the supervisor's job easier, it would be wise to build in a mechanism for determining the relative contributions of each job sharer.

D. The General Schedule Classification System. The Federal position classification system is based on the Classification Act of 1949 (now Chapter 51 of Title 5, United States Code), which, although amended, remains the principal legal authority for classifying positions within the Federal Government.

1. Objectives. The primary objectives of the Federal classification plan for General Schedule positions are:
  - a. The need to identify positions with appropriate qualification standards;
  - b. The principle of equal pay for substantially equal work; and
  - c. The principle that variations in ranges of basic pay for different employees should be in proportion to substantial differences in the difficulty, responsibility, and qualifications of the work performed.
2. Other Uses. In addition to the above objectives, position classification is also used to:
  - a. Aid in testing, selecting, and recruiting employees;
  - b. Provide uniform terminology for record keeping, statistical, and budgetary purposes;
  - c. Identify the content and requirements of positions for promotion, reassignment, transfer, and reduction-in-force purposes;
  - d. Contribute to employee morale by assuring employees that they are receiving fair and equitable treatment;



- 2.D.2. e. Eliminate conflict in lines of authority and facilitate verifying work assignments;
- f. Denote exempt or nonexempt positions from the Fair Labor Standards Act, as amended (PL 93-259).
3. The System. Under the General Schedule classification system, positions are first sorted into occupational groups and each of these groups is divided into series. Each series is then divided into classes and each class placed in its appropriate grade which has a salary range provided by law. The product is the position classification plan. Its structure is outlined in the Handbook of Occupational Groups and Series of Classes established under the Federal position classification plan which serves as the official guide for determining the occupational category within a position falls. The detailed definitions of the occupational groups, series, and classes, which appear as a separate publication, are the classification standards. With their aid, positions can be placed in classes and grades on a uniform basis.
- E. Federal Wage System Jobs. The Federal Wage System (FWS) provides common policies, systems, practices, and job grading standards for uniform application by all executive departments and agencies in fixing pay for wage grade employees. This is consistent with the public interest in accordance with prevailing rates. The authority to fix wage grade pay rates is vested in the heads of the individual departments and agencies.
1. General.
- a. Presidential Directive. The President's memorandum of November 16, 1965, directed the heads of executive departments and agencies, under the leadership of the Chairman, Civil Service Commission (Office of Personnel Management (OPM)), to develop a common wage system that would eliminate pay differences among agencies for the same trade and labor jobs in the same local wage areas and to bring about equitable coordination of wage grade practices.

- 2.E.1. b. Basic Principles. The President asked for the development of common job standards and wage policies and practices to ensure interagency equity in wage rates based upon statistically valid wage surveys. The President established basic principles to ensure wages shall be fixed and adjusted from time to time to be consistent with public interest and in accordance with prevailing rates. There shall be equal pay for substantially equal work with pay distinctions being maintained in relationship to work distinctions.

2. Legal Authorities.

- a. Exclusion from the General Schedule. Title 5, USC 5102(c)(7) excludes from the General Schedule pay and classification system all employees in recognized trades or crafts, or other skilled mechanical crafts, or in unskilled, semi-skilled, or skilled manual labor occupations, and other employees including foremen and supervisors in positions having trades, crafts, or laboring experience and knowledge as the paramount qualification requirements.
- b. Pay-Fixing Authority For Wage Grade Employees. Heads of departments and agencies are responsible for fixing pay under authority of 5 USC 5343.

3. Exclusions. Coast Guard ferryboat employees are excluded from the FWS.

- F. Job Grading. Federal Personnel Manual (FPM) Supplement 532-1 contains the job grading system for FWS occupations. It is broken down into three basic segments: (1) explanation of job grading system; (2) job grading standards; and (3) definitions of occupations. Coast Guard civilian personnel officers and members of their staff who are responsible for grading FWS jobs are expected to be completely knowledgeable of its contents and their application.

1. Elements of the System. The job grading system for the FWS includes the following basic elements:

- 2.F.
- a. A framework of 39 key-ranking jobs common to most agencies, representing a cross section of various kinds of work and skill levels, which serve as the basic peg points of the grade structure;
  - b. Job grading standards which provide the criteria for determining the relative worth of jobs in terms of grades;
  - c. A job grading method to assure consistency in the application of job standards; and
  - d. A plan for coding and titling trades and labor jobs.

2. Job Grading Standards. To ensure interagency equity in job grading and wage rates, the OPM develops and publishes common job grading standards and instructions which provide the criteria for grading, titling, and coding jobs. All FWS jobs must be graded in accordance, or consistent with, such standards. For jobs not covered directly by published standards, grades are determined by comparison with standards for the most nearly related occupations.

- a. Job Grading Method for Nonsupervisory Jobs. The basic method for grading nonsupervisory jobs involves study of the job being graded, including its purpose and relationship to other jobs, analysis of the work done and its requirements, and determination of the correct grade by comparison with grade definitions in an appropriate job grading standard. The four factors identifying the nature of the occupational facts considered in grading jobs under this method are:

- (1) skill and knowledge;
- (2) responsibility;
- (3) physical effort; and
- (4) working conditions.

- 2.F.2. b. Job Grading Method for Supervisory Jobs. The grade of the supervisory job reflects its relative worth in comparison with other supervisors and its proper pay relationship to the employees supervised. The basic factors used for grading are nature of supervisory responsibility, level of work supervised, and scope of work operations supervised.
3. Grade Structure. Each job must be placed in its proper grade in accordance with OPM standards and instructions. The basic grade structure with five steps in each category is as follows:
- a. Regular nonsupervisory schedule (WG) - 15 grades;
  - b. Regular leader schedule (WL) - 15 grades; and
  - c. Regular supervisory schedule (WS) - 19 grades.
4. Evaluation.
- a. Procedure. To determine the appropriate rating for a FWS job, the classifier must have a complete and accurate position description. On the basis of the information provided in the description, site audits, organization charts, and any other pertinent information furnished, the classifier will analyze the facts regarding the duties and responsibilities and significant organizational relationships of the position; compare the duties with published rating definitions to determine which, if any, of the existing definitions is most nearly applicable; and classify the position to the appropriate FWS rating. In arriving at an appropriate rating, the classifier is expected to supplement the available guidelines and definitions by utilizing precedent actions taken by Commandant (G-PCV) and/or OPM. The classifier must ensure that determinations for similar, identical or related positions are consistent with OPM certificates.
  - b. Mixed Jobs. A mixed job should be graded in keeping with the duties that involve the highest skill and qualification requirements of the job, and are a regular and recurring part of the job, even if the duties involved are not performed

2.F.3. b. (cont'd) for a majority of the time. If a job involves regular and recurring duties at the same level in two or more occupations, the job is graded to that same level.

5. Standards Development. Official position classification standards are developed and published by OPM.

a. Standards. Standards are developed in collaboration with technical line managers and employees in the occupation. Major users in the occupation are thus provided opportunity to assist in structuring the criteria and for making the document as realistic and current as possible. Coast Guard organizations shall participate fully in standard studies, reviews, and development of standards when requested by OPM. All standards reviews shall be coordinated by Commandant (G-PCV).

b. Status. There may be occasions when standards are unique to, and developed by, the Coast Guard. However, without approval of the OPM, these standards have no official status. If approved, the internally developed standards have the same affect as those issued by OPM.

c. Technology. Managers and personnel officials have the responsibility to request revisions, modifications, or establishment of new standards if technology surpasses the criteria now in existence or if new disciplines develop. Such requests must be referred to Commandant (G-PCV) for further evaluation.

d. Binding Standards. When standards are issued by the OPM, they are binding. Application of the standard must take place within the time specified by OPM, usually a 6 month period.

e. Availability of Standards. Position classification standards are available for review by employees in the civilian personnel offices.

G. Classification Process. The following represents the stages of development of a typical position description.

- 2.G.1. Cover Sheet. After preparation, the description is attached to a "cover sheet" (Optional Form 8), and is certified by the first and second level supervisor. While there is space for the employee's signature, the employee does not have to sign the OF-8 to make the description valid. It is the first and second level supervisor's responsibility to distribute and assign duties and responsibilities and apprise the employee accordingly.
2. Request for Personnel Action. The position description with the "cover sheet" (Optional Form 8) is forwarded to the appropriate civilian personnel office as an attachment to an executed "Request for Personnel Action" (Standard Form 52).
3. Civilian Personnel Office Review. The Civilian Personnel Office will review the description, perform any factfinding necessary to clarify the submission, and evaluate the position using published OPM or internally developed and approved classification criteria. This evaluation results in a specific title, series, and grade level for the position.
4. Determination of the Civilian Personnel Office. The determination, if different from that proposed by management, is tentative pending discussion with the supervisor. The classifier will discuss the manner in which the determination was made, any deficiencies, and request more facts, if necessary. The classifier shall make every effort to assist the supervisor in understanding the basis for the decision and, where possible, offer recommendations relating to redesign of functions responsibilities, and internal position management principles and consider all other elements such as recruitment and retention problems.
5. Final Decision. If, after these efforts, the requested grade level is not supportable, the determination of title, series, and grade by the servicing civilian personnel office becomes final and the position is officially classified.
6. Appeals. Affected employees may, if dissatisfied with the classification determination of their position, initiate a formal classification appeal in accordance with Chapter 3 of this Instruction.

H. Evaluation Statements. An evaluation statement contains the reasons for a classification action and/or recommendations. It provides a written record of the analysis of the duties and responsibilities and their comparison with classification criteria. The evaluation statement is prepared and signed by the classification specialist conducting the evaluation analysis.

1. Positions Requiring Evaluation Statements. A written evaluation statement is required for positions having no published standards, all supervisory positions, all General Schedule positions reflecting an accretion of duties, positions which are mixed (representative of two or more different duties classifiable to different grade levels), the full performance level in a career ladder position, all non-standard position descriptions GS-12 and above, all positions that do not meet the grade level requested by management, positions classified using the Primary Standard, those classified by extrapolation, and all FWS jobs at or above the journeyman level.

a. General Schedule Position Evaluation Content and Format. When writing evaluation statements, the Factor Evaluation System (FES) format form may be used. This permits:

- (1) Using a prepared form rather than a lengthy written evaluation statement;
- (2) Permits quick documentation of results;
- (3) Allows reference to factor levels and benchmarks rather than lengthy description of factors and the level above and below the level allocated;
- (4) However, where comments are needed, a separate page may be added for the factors at issue if the comment block beside the factor-level allocation is not sufficient; and
- (5) All forms must be signed by the classifier.

b. Federal Wage System (FWS) Evaluations Content and Format. The following format and information is required for each FWS evaluation statement:

- 2.H.1. b. (1) Identification of Position. This item provides the title, series, and grade of the position as determined in (4)(c) below along with organizational designation and geographical location (city and state).
- (2) Nature of the Action. Indicate whether the nature of action is an upgrading, re-description at same grade, new position, conversion action, etc.
- (3) Background Information. Provide information such as the following: identification of the previous position description and/or amendments, addition of functions causing the rewriting of the position, or any information that might assist in the evaluation of the position.
- (4) Evaluation.
- (a) Series. Give the basis for selecting and assigning the series, e.g., the major function of this position is that of a journeyman painter and is, therefore, appropriately assigned to series 4102 in accordance with prescribed standards for painter.
- (b) Analysis. This is the primary portion of the evaluation statement where the comparison is made between the position description and the criteria outlined in the standard or key ranking job. In the case of mixed jobs, comparisons must be made with more than one standard. If published standards do not exist, use appropriate cross-series comparisons. Comparison with jobs in other districts, maintenance and logistics commands, or agencies is not acceptable since one or more unknown factors may be present in such outside jobs.
1. The following factors must be described in analyzing jobs of a nonsupervisory nature:



2.H.1.b.(4)(b)

- a. Skill and Knowledge;
- b. Responsibility;
- c. Physical Effort; and
- d. Working Conditions.

2. Supervisory jobs must be analyzed using the following factors:

- a. Nature of Supervisory Responsibilities;
- b. Level of Work Supervised; and
- c. Scope of Work Operations Supervised.

(c) Conclusion. This item summarizes the basis for arriving at a proper job title, pay category (e.g., WG, WL, WS, WD, WN), series, and grade of the position.

(d) Signature. The evaluator must sign and date each evaluation.

2. Positions Not Requiring Evaluation Statements. Evaluation Statements are not needed for standard position descriptions or position descriptions resulting from Headquarters occupational studies when:

- a. Evaluation statements were provided as part of the study; and
- b. No change in duties occurs affecting title, series, or grade.

I. Maintenance Reviews. Since OPM has abolished the requirement to conduct periodic maintenance reviews, cyclic reviews are no longer required; therefore, CG Form 3297 is eliminated.

